



California Department of  
Consumer Affairs

www.dca.ca.gov

The Department of Consumer Affairs provides equal employment opportunities to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. Applicants for state employment are expected to be drug-free.

TEST VALIDATION AND DEVELOPMENT SPECIALIST I

OPEN EXAMINATION – SPOT - SACRAMENTO COUNTY ONLY

Salary Range: \$3418 - \$4155

Final Filing Date: April 28, 2005

HOW TO APPLY

This is an Open - Spot - Sacramento County examination for the Department of Consumer Affairs. Please submit an application (STD 678) to the address indicated below. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

**NOTE:** All applications must include: “to” and “from” dates (month/day/year); time base; and civil service class titles. Applications received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application, Form STD 678.

**NOTE:** The Department of Consumer Affairs’ Selection Services Unit and/or the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if there are any changes in circumstances surrounding the original examination plan.

**IF YOU QUALIFY FOR THE TEST VALIDATION AND DEVELOPMENT SPECIALIST II EXAMINATION WITH THE SAME FINAL FILING DATE, YOU MAY FILE FOR ALL EXAMINATIONS ON ONE APPLICATION.**

WHERE TO APPLY

**MAIL TO:**  
Department of Consumer Affairs  
Attn: Selection Services (L. Finley)  
P.O. Box 980428  
West Sacramento, CA 95798-0428

**FILE IN PERSON:**  
Department of Consumer Affairs  
Attn: Selection Services (L. Finley)  
400 R Street, Suite 2000  
Sacramento, CA 95814

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark “yes” on Question #2 on the Examination and/or Employment Application. The Selection Services Unit will contact you to make special testing arrangements. Telecommunication Device for the Deaf (TDD) number is (916) 322-1700 or 1 (800) 735-2929.

FINAL FILE DATE

**April 28, 2005.** Applications must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or delivered via interagency mail after the final filing date will not be accepted.

QUALIFICATIONS APPRAISAL PANEL

It is anticipated that a Qualifications Appraisal Panel Interview will be scheduled during the month of May, 2005.

**NOTE:** Oral interviews will consist of a series of job-related questions designed to measure responses competitively. The panel will only take into consideration the responses to those questions.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by April 28, 2005. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**NOTE:** This is an open – spot examination for Sacramento County only. Applications will not be accepted on a promotional basis.

MINIMUM QUALIFICATIONS

Experience: Two years of increasingly responsible research experience which shall have included performing research studies using statistical tests of significance; statistically analyzing research data using correlation, multiple regression or a form of multivariate analysis such as discriminant analysis, canonical correlation or factor analysis; and the preparation of written reports of such research. (Possession of a Master's Degree in Statistics or a behavioral science field may be substituted for one year of the required experience; possession of a doctoral degree with an emphasis in industrial psychology, organizational psychology or psychometrics may be substituted for the entire two years of the required experience.) **AND**

Education: Equivalent to graduation from an accredited college or university. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

ADDITIONAL DESIRABLE QUALIFICATIONS

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent training and expertise over and above that required under the "Minimum Qualifications". Preferred types of additional training and experience are:

- 1. A Master's Degree in Industrial Psychology or Psychometry.
- 2. Experience in the construction and validation of group administered aptitude, ability or achievement tests.
- 3. Research experience involving use of electronic data processing equipment.
- 4. Graduate level courses in statistics, research design, and multivariate analysis.

SEE REVERSE FOR ADDITIONAL INFORMATION

DEFINITION OF TERMS	<b>“Equivalent to graduation from college...”</b> <i>Satisfaction of the requirements for a bachelor’s degree from an accredited college. Bachelors degree, completion of the number of units typical of four full years of college (120 or more semester units or 180 or more quarter units.) This means the applicant must show receipt of a bachelor’s degree.</i>
POSITION STATEMENT	Positions at this level perform professional analytical and evaluative research associated with personnel selection and/or occupational licensing of average difficulty and assist in more difficult projects. They also contribute significantly to project planning, design, analysis and report preparation. This is considered to be the primary recruitment level.
EXAMINATION INFORMATION	<p>This examination will consist of a Qualifications Appraisal Panel Interview weighted 100%.</p> <p><b>If conditions warrant, this examination may consist of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on the announcement. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.</b></p> <p><b>In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the examination. Positions exist in Sacramento County with the Department of Consumer Affairs</b></p>
EXAM SCOPE	<p>In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively relative to job demands, each competitor’s</p> <p>QUALIFICATIONS APPRAISAL– WEIGHTED 100%</p> <p>Knowledge of:</p> <ol style="list-style-type: none"><li>1. Professional item writing guidelines and principles.</li><li>2. Principles, procedures, and techniques used in test validation.</li><li>3. Methods and procedures for examination standard setting.</li><li>4. Statistical theories and techniques, including data analysis requirements for statistical tests and the interpretation of item performance statistics.</li><li>5. The English language, including rules of composition and grammar.</li><li>6. Group facilitation methods and techniques.</li><li>7. Various methods and procedures for conducting an occupational analysis.</li><li>8. Principles and methods for developing examination outlines.</li><li>9. Principles For The Validation And Use Of Personnel Selection Procedures (SIOP).</li><li>10. The Standards For Educational and Psychological Testing (AERA, APA, NCME).</li><li>11. Legal requirements for documenting Occupational Analysis procedures.</li><li>12. Interviewing methods and techniques.</li><li>13. SPSS or related software for quantitative data analysis.</li><li>14. Item banking and other database software.</li><li>15. Survey sampling methods and principles.</li><li>16. Federal Uniform Guidelines on Employee Selection Procedures.</li><li>17. Criteria for the selection of Subject Matter Experts.</li><li>18. Case law related to test validation and development.</li><li>19. Examination equating methods and principles.</li></ol> <p>Ability to:</p> <ol style="list-style-type: none"><li>1. Communicate information and ideas, both orally and in writing, so others will understand.</li><li>2. Apply general rules, principles, and methods to specific problems.</li><li>3. Write, review, and edit written reports of a technical nature.</li><li>4. Prioritize tasks necessary to manage multiple projects simultaneously.</li><li>5. Prepare and evaluate research reports.</li><li>6. Compile data into reports, including the use of charts and graphs.</li></ol>
ELIGIBLE LIST INFORMATION	An Open – Spot examination for Sacramento County will be established for the Department of Consumer Affairs. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change.
VETERANS PREFERENCE POINTS	Veterans preference credit will not be granted since this is not considered an entry-level examination.
CAREER CREDITS	Career credits will be not be granted in this examination.

## GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Consumer Affairs' Selection Services Unit at (916) 324-4738 three weeks after the final file date if a progress note is not received.

If a notice of oral interview or performance test fails to reach the competitor prior to the interview date due to a verified postal error, the competitor may be rescheduled upon written notice.

Applications are available the State Personnel Board office, local Employment Development Department offices, the Department noted on the front of this bulletin and at [www.spb.ca.gov](http://www.spb.ca.gov).

If you meet the requirements to participate in this examination, you will be scheduled to participate in a competitive test in which your performance is compared with other competitors in the exam. All competitors who pass will be ranked according to their scores. Meeting the entry requirements does not assure success in the exam or placement on the employment list.

**Examination Locations:** Test locations are determined by the number of candidates and are limited or extended as conditions warrant. Ordinarily exams are scheduled in Sacramento, San Francisco, Los Angeles, or the spot(s) location(s) listed on the front of the bulletin.

**Employment lists:** Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others. Competitors must be in a state of health consistent with the ability to perform the essential functions of the duties assigned to the class. A medical examination may be required. In open examinations, investigation of employment records, personal history, and fingerprinting may be required.

**Veterans Preference:** California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference is on the Veterans Preference Application form that is available from State Personnel Board offices or written test proctors.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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SEE REVERSE FOR ADDITIONAL INFORMATION